

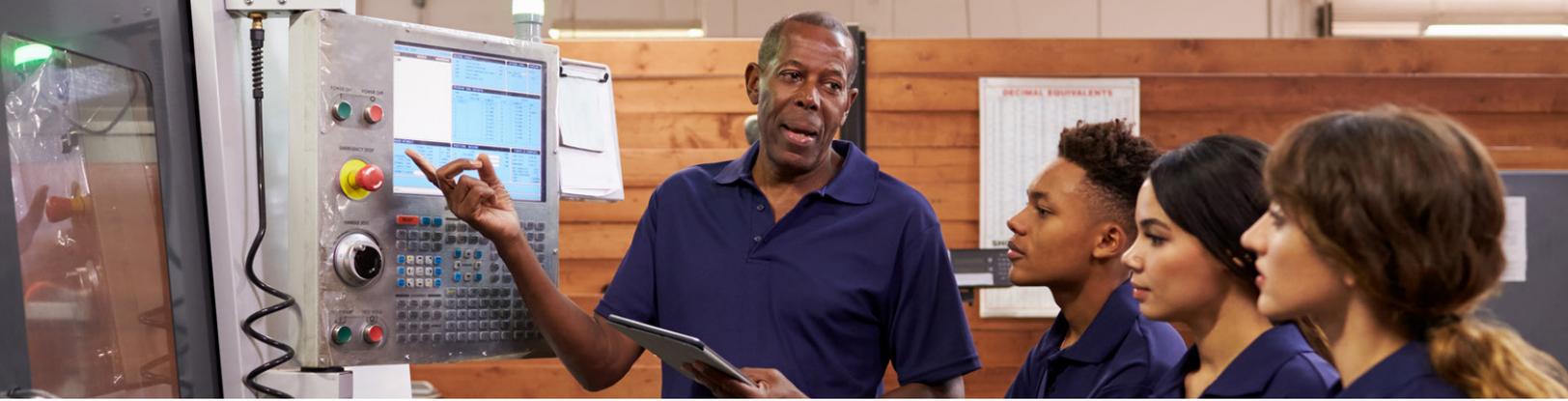
# City of Minneapolis Sick and Safe Time Ordinance

# EMPLOYER CHECKLIST



Do your employees work within the Minneapolis City Limits? The checklist below can help make sure that your current paid time off plan meets each of the requirements of the City of Minneapolis Sick and Safe Time Ordinance (effective July 1, 2017).

- All of my employees who work within Minneapolis city limits qualify for sick and safe time off work, including part-time, seasonal, and temporary staff.
- My employees earn the equivalent of at least 1 hour of **paid** (*at base hourly rate*) time off for every 30 hours worked. However, if I employ fewer than 6 people, then the time off may be **unpaid**.
- My employees can accrue up to 48 hours (*or more*) of sick and safe time per year and add it to an overall bank of up to 80 hours (*or more*) of accrued but unused time that carries over from year to year.
- My employees begin accruing at time of hire and can begin using their accumulated leave 90 calendar days after their hire date.
- My employees can use their leave for all of the following reasons, free from retaliation:
  - Treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury of the employee or covered family member
  - To seek law enforcement, counseling, or other services for domestic abuse, sexual assault, or stalking suffered by the employee or covered family member
  - Care for family member during emergency closure of school or place of care, including for inclement weather
- I am keeping the following records for the three previous years: payroll records including employee names and dates and hours worked; sick and safe time accrued/credited; and dates and amounts of sick and safe time used/debited.
- I provide my employees access to their current balance of sick and safe time, at least upon request.
- I have posted the City of Minneapolis Notice to Employers and Employees in all languages needed by my employees. Print Required Notice Posters at [www.minneapolismn.gov/sicktimeinfo](http://www.minneapolismn.gov/sicktimeinfo) on the Employer Resources page > Download Center.



## In addition, I have chosen to put the following optional policies in place:

- May require notice from employees prior to use as soon as practicable (*but not more than 7 days*)
- May require a documented explanation where there is clear evidence of misuse or an employee's absence is more than three consecutive workdays
- Employee sick and safe time donation
- Shift swapping (*but may not be used as barrier to sick and safe time use*)
- May define increments of use at 4 hours or less (*e.g. hourly*)
- May pay out unused sick and safe time upon employment separation
- PTO (*that is inclusive of all Sick and Safe Time Ordinance reasons for use bulleted above*)
- "Front-Loading" time on a yearly basis (*at least 48 hours prorated for the first year and 80 hours at the beginning of each subsequent year fulfills accrual and carryover requirements*)
- "Banking" or "crediting" hours of accrued sick and safe time on a weekly, bi-weekly, twice per month, or monthly basis (*e.g. per pay period*)

## Questions?

We're here to help: [sicktimeinfo@minneapolismn.gov](mailto:sicktimeinfo@minneapolismn.gov) or call 311. This list reflects the minimum requirements of the Minneapolis Sick and Safe Time Ordinance. More generous policies are permitted.

For reasonable accommodations or alternative formats please contact the Minneapolis Civil Rights Department at 612-673-2692. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

**You can find the Ordinance, FAQ's, and more information at: [www.minneapolismn.gov/sicktimeinfo](http://www.minneapolismn.gov/sicktimeinfo)**